



RFP27006949 - AGENCY SOLICITATION SPECIFICATIONS INMATE PSYCHOSOCIAL ASSESSMENT TO RI PAROLE BOARD

SECTION A. BACKGROUND

The Rhode Island Parole Board (“RIPB” or “Board”) is authorized under R.I. Gen. Laws § 13-8-1 et. seq. to evaluate parole applications and determine suitability for release. As part of its decision-making process, the Board may require comprehensive psychosocial evaluations of incarcerated individuals to assess risk, needs, and readiness for reentry.

The Board is seeking qualified clinical professionals to conduct in-person interviews and prepare written psychosocial assessments for individuals under consideration for parole. These evaluations support evidence-based decision-making and alignment with the Rhode Island Parole Release Criteria and Rhode Island Parole Board Guidelines, including risk/needs assessment and reentry planning considerations.

All clinical services herein will be authorized on an as needed basis and, historically, include approximately five (5) to eight (8) interviews/written evaluations per month.

SECTION B: SCOPE OF WORK AND REQUIREMENTS

Overview

The RIPB seeks clinician(s) with a strong emphasis on correctional, forensic and/or mental health in institutional settings and related to reentry. Individuals with clinical experience and education and a psychological testing/assessment background are encouraged to submit proposals in response to this Request.

The selected vendor(s) will provide in-person clinical interview and assessment services for parole-eligible individuals housed at Rhode Island Department of Corrections (RIDOC) facilities or under community confinement, as designated by the Board.

Core Services

The contractor shall:

- Conduct **in-person interviews** with designated individuals housed at Rhode Island Department of Corrections (RIDOC) facilities or under community confinement, as designated by the Board. When necessary, vendor should have access to a HIPAA compliant video conferencing platform to conduct interviews when in-person interviews

are not accessible (requires approval of Parole Board Chairperson or Contract Administrator).

- If access to the prison or other facilities is temporarily suspended by the Department of Corrections or RIPB, or the inmate is in custody at an out of state facility, the contractor(s) will conduct the subject interviews by video-conference by HIPAA compliant secure video platform.
- Review all case materials provided by the Board, including but not limited to:
 - police reports
 - institutional records
 - prior assessments
 - risk/needs instruments
- Prepare a **written psychosocial evaluation** that includes:

Required Assessment Components

- Criminal history and offense analysis
- Institutional Adjustment and participation in programming
- Social, family, and environmental history
- Substance use history (past and current)
- Psychological and psychiatric history
- Current mental and medical status and needs
- Assessment of criminogenic risk and needs
- Evaluation of proposed parole plan, including:
 - housing
 - employment/education
 - pro-social and anti-social influences
- Identification of **community-based services and supports** necessary for successful reentry
- Clinical summary with **clear recommendations** regarding:
 - treatment needs
 - risk mitigation
 - conditions relevant to parole consideration
- Structured identification and analysis of risk factors (static and dynamic) and protective factors, and integration of these factors into the overall clinical formulation and recommendations

Special Population Requirement

For individuals under age 18 at the time of the offense, the evaluation must also include:

- Educational and court record review
- Institutional programming participation
- Developmental and maturity considerations
- Home/community environment at time of offense
- Rehabilitation efforts and evidence of remorse
- Other factors consistent with RI Parole Board Guidelines

Deliverables & Timeline

- Each psychosocial evaluation shall include, at minimum, the following sections:

- Background and Records Reviewed
- Clinical and Psychosocial History
- Institutional Adjustment
- Risk Assessment (including identification of static and dynamic risk factors)
- Protective Factors / Strengths
- Reentry Readiness and Parole Plan Assessment
- Clinical Formulation
- Recommendations
- Submission Requirements:
Written reports must be:
 - typed and professional in format
 - submitted electronically in secure PDF format and method as directed
 - delivered **no later than four (4) weeks prior to the scheduled parole hearing**, unless otherwise directed

Service Modality

- All interviews and evaluations shall be conducted **in person**
 - If access to the prison or other facilities is temporarily suspended by the Department of Corrections or RIPB, or the inmate is in custody at an out of state facility, the contractor(s) may be required to conduct the subject interviews by video-conference by HIPAA compliant secure video platform.
- Contractor must:

obtain and maintain RIDOC security clearance - contractors who must gain entrance into correctional facilities are subject to police record checks. The RIDOC retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also require adherence to rigid security rules as far as property search, contact with inmates, dress code, etc. Additionally, vendors entering DOC buildings that are equipped with badge scanning capabilities, must scan their DOC identification badge upon each entry and exit

 - comply with all facility rules and procedures - Vendor staff will be required to complete a mandatory two day New Employee Orientation (NEO_ Training for staff providing onsite service

Volume

- Services are as needed, estimated at approximately 5–8 evaluations per month, or approximately 20 hours per month, based upon historical volume, but are provided on an as-needed basis and no minimum volume is guaranteed.
- Each evaluation is ordinarily expected to require no more than three (3) hours of billable clinical services. Any services exceeding three (3) hours for an individual evaluation, or exceeding the applicable not-to-exceed amount, must receive prior written authorization

from the Parole Board Chairperson or Contract Administrator. Approved additional time shall be compensated at the vendor's applicable contracted hourly rate.

Records & Confidentiality

The contractor shall:

- Maintain accurate records of services performed
- Ensure strict confidentiality of all materials
- Comply with HIPAA and all applicable state and federal privacy laws

SECTION C: PROPOSAL

1. Technical Proposal

Narrative and format: Vendors must submit a technical proposal which addresses each of the following elements and is limited to six (6) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request):

- A. Staff Qualifications** – Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience to meet the Scope of Work, above; including but not limited to providing mental health services, performing and writing clinical assessments and forensic or other evaluations for institutional/incarcerated individuals, knowledge and experience with comprehensive risk/needs assessments and educational qualifications that meet the minimum qualifications in this solicitation.

Minimum qualifications:

- Minimum of a Master's degree from an accredited college or university with major coursework in mental health or a related field. Doctorate level preferred.
 - Minimum two years' experience performing and writing comprehensive clinical assessments and evaluations. Knowledge and experience with comprehensive risk/needs assessments (e.g. LS/CMI (LSI-R), Parole Risk Instrument, ORAS, Static99R) is preferred.
 - Valid and current licensure in good standing for the Rhode Island in the field(s) of mental health and/or social work.
 - Valid and current license to drive in the state of Rhode Island.
 - Ability to read and write English.
- B. Capability, Capacity, and Qualifications of the Vendor** - Please provide a detailed description of the Vendor's Clinical experience to meet the Scope of Work, above; including but not limited to the vendor's and assigned clinicians' clinical experience with institutionalized and/or incarcerated individuals, or both, and reentry planning needs assessment; forensic evaluations and understanding of the target population (incarcerated persons or persons under criminal sentence who may be re-entering the community under community corrections). List a minimum of three (3)

relevant client references (agencies of the vendor, not individual persons to whom confidentiality may apply), to include client names, addresses, contact names with emails and phone numbers, dates of service and type(s) of service(s) provided.

C. Work Plan - Please describe in detail, the framework vendor intends to use to approach and complete the Scope of Work, above. Include in your response how the vendor will ensure cultural competency and objectivity in work plan, ongoing training and adherence to best practices; how vendor will identify RI community services responsive to identified needs of the subject(s) evaluated and stay aware of relevant available services. Please also include how the vendor will maintain and secure confidentiality of the information and records submitted.

D. Approach/Methodology – Define the methodology and model of assessment to be used to complete the Scope of Work, above. Include in your response any screening or assessment tools the vendor plans to use and how the vendor will ensure a commitment to evidence based practices, ongoing training for clinicians, cultural competency and objectivity in approach. Please also include how the vendor will maintain and secure confidentiality of the information and records submitted. |

2. Cost Proposal

Provide a proposal for fees charged reflecting the required hybrid pricing structure (hourly rate with a not-to-exceed cap per evaluation). Provide an hourly rate for clinical services for each contract year and each optional renewal year. For evaluation and budgeting purposes, the Board anticipates approximately 20 hours of services per month. Services will be requested on an as-needed basis, and no minimum number of hours or evaluations is guaranteed.

Explain the basis and rationale of your fee structure.

Required Pricing Structure

- **Hourly Rate** for clinical services for each contract year and any optional renewal year. If only one rate is offered it will remain constant throughout the maximum term.
- All proposed hourly rates shall be fully inclusive of all costs associated with providing the services required under this solicitation, including but not limited to travel, interview time, records review, report preparation, administrative time, and any other related costs.
- Each evaluation shall include:
 - **Minimum: 1 hour**
 - **Maximum: 3 hours. Ordinarily require no more than 3 hours of billable services per evaluation**

Exceptions

- Any work expected to exceed the 3-hour maximum or NTE cap:
 - must receive **prior written authorization** from the Parole Board Chairperson or Contract Administrator

Additional Requirements

- Include:
 - all-inclusive hourly rate(s) for each contract year
 - confirmation that all costs are inclusive of travel, reporting, and administrative time

The Vendor staff are only paid for hours worked. The RIDOC does not pay for vendor sick, vacation and/or other paid time off. This includes lunch breaks during a scheduled shift. Vendors are expected to propose hourly rates which allow them to pay for paid time off and breaks as required by law.

3. Supplemental Bidder Attestation Form

See Appendix A on the “Overview” tab in Ocean State Procures™ for information. Vendors are required to complete, sign and submit this form with their overall proposal.

4. ISBE Proposal

See Appendix B on the “Overview” tab in Ocean State Procures™ for information and the MBE, WBE and/or Disability Business Enterprise Participation Plan form(s). Vendors are required to complete, sign and submit these forms with their overall proposal. Please complete separate forms for each MBE, WBE, and/or Disability Business Enterprise subcontractor to be utilized on the solicitation.

SECTION D: EVALUATION AND SELECTION - SOLICITATION SPECIFIC

Technical proposals must receive a minimum of 55 (78.5%) out of a maximum of 70 points to advance to the cost evaluation phase. Technical proposals scoring less than 55 points shall not have the accompanying cost or ISBE participation proposals opened or evaluated; such proposals shall not receive further consideration.

Technical proposals scoring 55 points or higher shall have the cost proposals evaluated and assigned up to a maximum of 30 points bringing the total potential evaluation score to 100 points. As total possible evaluation points are determined, vendor ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

Proposals shall be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Vendor	25 Points
Work Plan	20 Points
Approach/Methodology	10 Points
Total Possible Technical Points	70 Points
	30 Points

Cost proposal	
Total Possible Evaluation Points	100 Points
ISBE Participation	6 Bonus Points
Total Possible Points	106 Points

Additional evaluation criteria can be found at:

- For those with an OSP account, see the “Requirements” tab of this solicitation in OSP for additional information on the evaluation and selection process in the “RFP Standard Specification” section.
- For those without an OSP account, public access to the full bid can be found at <https://ridop.ri.gov/vendors/bidding-opportunities>. Search for this solicitation, open the record, click on the “Print/Download Solicitation Summary” button in the upper right corner for all the solicitation requirements and supporting documents are found at the bottom of the page in the “Solicitation Attachments” section.